

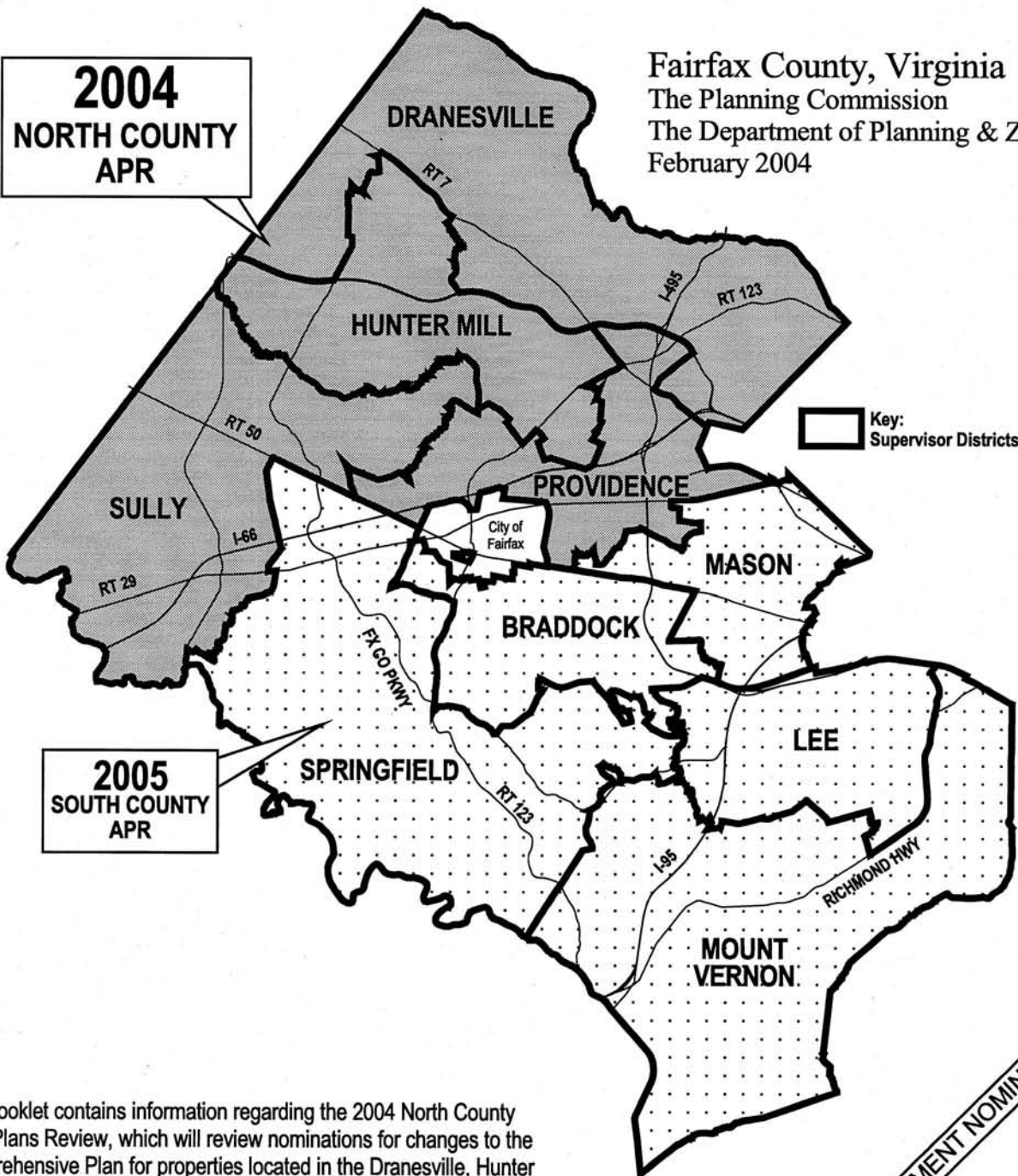
Citizen's Guide
to the

2004 North County

Area Plans Review (APR)

2004
NORTH COUNTY
APR

Fairfax County, Virginia
The Planning Commission
The Department of Planning & Zoning
February 2004



2005
SOUTH COUNTY
APR

This booklet contains information regarding the 2004 North County Area Plans Review, which will review nominations for changes to the Comprehensive Plan for properties located in the Dranesville, Hunter Mill, Providence, and Sully Supervisor Districts, as shown above. The area for the 2005 South County Area Plans Review is also delineated. The districts outlined on the map are Supervisor Districts, each represented by a member of the Fairfax County Board of Supervisors.

INCLUDES PLAN AMENDMENT NOMINATION FORM

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SCHEDULE FOR 2004 NORTH COUNTY AREA PLANS REVIEW (APR)

Note: The Planning Commission may adjust this schedule as necessary.

Nomination Submission Period	Monday, April 12 - Friday, May 21, 2004
Task Force Appointments	Tuesday, June 1 - Friday, September 3, 2004
Task Force Meetings	Tuesday, September 7, 2004 - Friday, January 7, 2005
Nomination Withdrawal Deadline	Monday, January 10, 2005
Release of Staff Reports (2-3 weeks prior to scheduled public hearing).	March 2005
Task Force Reports to Planning Commission (2-3 weeks prior to scheduled public hearing)	March 2005
Planning Commission Public Hearings and Mark-up*	March-May 2005
Board of Supervisors Public Hearings/Mark-up*	June-July 2005

*Public Hearing and Mark-up dates will be announced in January 2005

FOR GENERAL PLAN INFORMATION, PLEASE CALL (703) 324-1380.

See www.fairfaxcounty.gov/dpz

for the latest information about the 2004 Area Plans Review schedule.

I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES

- ◆ **Fairfax County**
Web site: www.fairfaxcounty.gov
- ◆ **Department of Planning and Zoning (DPZ)**
 - ◆ **Web site:** www.fairfaxcounty.gov/dpz
Visit this site frequently to track the progress of the APR process and receive the latest information and materials.
 - ◆ **Planning Division, DPZ**
(703) 324-1380
The Herrity Building
12055 Government Center Parkway,
Suite 730
Fairfax, Virginia 22035
 - ◆ **Planner-of-the-Day, 8:00 am - 4:30 pm weekdays**
- ◆ **Planning Commission Office**
Web site:
www.fairfaxcounty.gov/gov/planning
See this site for information about the Planning Commission, the APR process, as well as Planning Commission public hearing schedules.
(703) 324-2865
County Government Center
12000 Government Center Parkway,
Suite 330
Fairfax, Virginia 22035
- ◆ **Department of Tax Administration (DTA)**
Web site: www.fairfaxcounty.gov/dta/re
See this site for data on parcels of land; search by street address or tax map number.
- ◆ **Maps and Publications Sales Desk**
(703) 324-2974
County Government Center
12000 Government Center Parkway,
Suite 156,
Fairfax VA, 22035-5505
- ◆ **The Comprehensive Plan**
 - ◆ The Comprehensive Plan is available on the DPZ Web site at www.fairfaxcounty.gov/dpz. The Web version of the Plan is updated regularly to include new amendments. See the "amended through" date on the header of each page to know when each section was most recently changed as a result of Board of Supervisors action. You can print individual pages or sections of the Plan from the Web Plan if you need a paper copy.
 - ◆ The Planner of the Day, DPZ/Planning Division (see above) can assist in finding Plan citations using the Web Plan. Visit or call (703) 324-1380 weekdays between 8 am and 4:30 pm.
 - ◆ Printed copies of the Plan may be viewed at the Reference Desk of Fairfax County Public Libraries. Printed copies may also be purchased at the Maps and Publications Sales Desk (see above).
- ◆ **The Comprehensive Plan E-Mail Announcement Service**
An e-mail announcement service called *Comprehensive Plan Announcements* is available by free subscription on the County Web homepage under the Online Services/E-mail Subscriptions link or at www.fairfaxcounty.gov/email/lists/. This service will provide timely announcements about the APR process, as well as announcements related to the Comprehensive Plan, Out-of-Turn Plan Amendments and the planning process.

◆ **The Weekly Agenda**

The Weekly Agenda is an electronic newsletter published by the Office of Public Affairs that provides a link to the agenda for Board of Supervisors and Planning Commission meetings. To subscribe, go to the Fairfax County Web site at www.fairfaxcounty.gov and find the section entitled Online Services. Click on the link to E-Mail Subscriptions and follow the directions to subscribe to the Weekly Agenda.

- ◆ **Cable Channel 16, also on the Internet**
Fairfax County government Cable Channel 16 broadcasts Planning Commission and Board of Supervisors Meetings live. You may also view these meetings by live video streaming by going to the Fairfax County Web site and clicking on the link for [Channel 16 Live!](#).

- ◆ **"Today in Fairfax" - Public Meetings Calendar**
Visit the County Website at www.fairfax-county.gov and click on the link for **Today in Fairfax**. Scroll down and click on the link to the Public Meetings Calendar.

◆ **Offices of the members of the Board of Supervisors for the North County APR Cycle:**

◆ **Dranesville District:**

Supervisor Joan DuBois
(703) 356-0551

E-mail: dranesville@fairfaxcounty.gov
McLean Government Center
1437 Balls Hill Road,
McLean VA 22101

◆ **Hunter Mill District:**

Supervisor Catherine Hudgins
(703) 478-0283

E-mail: hntmill@fairfaxcounty.gov
North County Governmental Center
12000 Bowman Towne Drive,
Reston VA 20190

◆ **Providence District:**

Supervisor Linda Q. Smyth
(703) 560-6946

E-mail: provdist@fairfaxcounty.gov
8739 Lee Highway,
Fairfax VA 22031

◆ **Sully District:**

Supervisor Michael Frey
(703) 814-7100

E-mail: sully@fairfaxcounty.gov
4900 Stonecroft Boulevard
Centreville VA 20151

II. OVERVIEW OF THE AREA PLANS REVIEW PROCESS

Information about the APR Process

This publication, the *Citizen's Guide to the 2004 North County Area Plans Review (APR)*, outlines the process by which nominations to propose changes to the County's Comprehensive Plan are submitted for consideration. Section I lists sources of information about the APR process and key contacts. Section II introduces the process. Section III contains Frequently Asked Questions about APR. Section IV provides a step-by-step guide to submitting a nomination and Section V explains the public hearing and mark-up process. The nomination form is attached at the back of this booklet. This form may be photocopied if more than one form is needed. Also see the APR section of the DPZ Web site (www.fairfaxcounty.gov/dpz) to find online the *Citizen's Guide* and nomination form, as well as the Area Plan volumes of the Comprehensive Plan. Please note that nominations may not be submitted electronically because paper attachments, such as certified mail receipts, are required at time of submission.

The Area Plans Review Process

The Area Plans Review (APR) process provides an opportunity for the Fairfax County community to engage in the planning process by submitting proposals to amend the Area Plan volumes of the Comprehensive Plan (the Plan) and/or the Comprehensive Plan Map. The Plan is the guide used by the community, the Planning Commission, and the Board of Supervisors to make decisions about the County's built and natural environment. The Area Plans contain site-specific planning recommendations for the four Planning Areas of the County. These four volumes are the subject of the 2004-2005 Area Plans Review.

The APR process is organized by the County's Supervisor Districts. In the 2004 APR, the northern portion of the County, including the Dranesville, Hunter Mill, Providence and Sully Supervisor Districts, will be reviewed. The southern portion of the County will be reviewed beginning in 2005. This will include Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts. Supervisor District maps are available on the County Website and at the Maps and Publications Sales Desk at the County Government Center (see Section I).

At the beginning of the APR process, nominations containing proposals for changes to the Comprehensive Plan may be submitted. The nominations are reviewed by the planning staff of the Department of Planning and Zoning (DPZ) and other County agencies. DPZ prepares a staff report containing a staff analysis and recommendation for each nomination. Community task forces (or land use committees) also review the nominations and formulate recommendations. Both the task force and staff recommendations are given to the Planning Commission. The Planning Commission holds public hearings to receive public testimony about each nomination. The Planning Commission may support the nomination as submitted or an alternative that represents a lesser density or intensity. Only those nominations or alternatives that the Planning Commission votes to support are forwarded to the Board of Supervisors for additional public hearings and final decision. The Plan is amended if the Board of Supervisors votes to adopt a proposed change.

Scope of the APR Process

The subject of the APR process will be the site-specific land use and related transportation access and circulation recommendations found in the Area Plans. Nominations proposing amendments affecting countywide systems,

such as Transportation, Trails, Parks and Public Facilities, will not be considered as a part of the APR process. These systems will be addressed as part of an on-going review of the County's public facilities. Nominations that propose changes to the Policy Plan volume of the Comprehensive Plan are not eligible for consideration through this process.

Citizen Participation

Anyone is invited to submit nominations for consideration as amendments to the County's Area Plans. Any interested parties can participate by reviewing nominations that have been submitted; attending citizen task force meetings; review the DPZ staff report for each nomination; and testifying at public hearings (or in writing) before the Planning Commission and the Board of Supervisors. To stay informed about the process, see Section I for Fairfax County public information sources. ■

III. FREQUENTLY ASKED QUESTIONS ABOUT THE APR PROCESS

1. How can I learn about the Area Plans Review Process?

See Section I of this *Citizen's Guide* for all the information sources about the APR process. Also see the DPZ Web site at www.fairfaxcounty.gov/dpz. If you have questions, please contact the appropriate Supervisor's office or call the Planning Division/DPZ to speak to the Planner of the Day or the planner for the appropriate district. (See Section I for the telephone numbers.)

2. How can the public receive up-to-date information and announcements in course of the North County APR?

Information is available from a variety of sources, as outlined in Section I, "Fairfax County Public Information Sources." In the

course of the process, announcements will be posted on the DPZ website and the Public Meetings Calendar on the County Web site (see Section I), so you should check it periodically for any new information. You may also subscribe to the free Comprehensive Plan e-mail announcement service found on the DPZ Website, called *Comprehensive Plan Announcements*. If you do not have access to the Internet, please visit any County library to use a computer or call the appropriate office listed in Section I.

3. How do I submit a nomination?

This *Citizen's Guide to the 2004 North County Area Plans Review* contains detailed instructions and the form for submitting a nomination. For your convenience, the *Citizen's Guide* and the nomination form may also be downloaded from the DPZ website at www.fairfaxcounty.gov/dpz. However, the completed nomination may not be submitted electronically because of the required attachments, such as a map and certified mail receipts. Please see Section IV, "Preparing a Nomination," for step-by-step directions about filling out the nomination form, creating the nomination map and preparing the required notification letters.

4. Where do I find the necessary Tax Map numbers and Zoning Maps that will be part of my submission?

Every parcel of land in the County has a unique identifier called a **tax map number**. To find the tax map number for a parcel, you can go to the Dept. of Tax Administration Web site at www.fairfaxcounty.gov/dta/re and search by street address. In addition to the tax map number, you will find information about acreage, ownership, and other details about the property that will be useful for filing the nomination.

Once you have the tax map number(s) related to your nomination, you can purchase the necessary Zoning Map sections at the Maps

and Publications Sales Desk (see Section I for address). Zoning maps are also available on line at www.fairfaxcounty.gov/maps/nofind/pdfloader/default.htm. Once you have the tax map number(s) and the Zoning map sheet(s), you are ready to outline *in black ink* the subject property of your nomination. See Section IV for detailed directions about making the necessary map for your nomination.

5. Are there limitations on what can be nominated?

Yes. For the purpose of the North County APR, the following areas are excluded:

- ◆ Land areas that are the subject of any pending Out-of-Turn Plan Amendments or Special Studies, including but not limited to:
 - ◆ The Vienna Transit Station Area, Land Units C and I (Fairlee); and
 - ◆ Land Unit D4, Dulles Suburban Center (Dulles Discovery).
- ◆ Any land area that was included in any Plan Amendment adopted since March 1, 2002 is excluded. This includes amendments adopted as a result of the 2001 APR as well as any Out-of-Turn Plan amendments, starting with Adopted Amendment No. 2000-20.
- ◆ The Reston-Herndon Suburban Center and Transit Station Area are excluded because the 2001 Plan amendment resulting from this study supports an Environmental Impact Study (EIS) for the Dulles Corridor Rapid Transit Project that is still under way.
- ◆ Nominations proposing amendments affecting countywide systems, such as Transportation, Trails, Parks and Public Facilities, will not be considered as a part of the APR process. These systems will be addressed as part of an on-going review of the County's public facilities.
- ◆ A nominator may submit only one nomination for a proposed land area for replanning in the APR process. This land area may consist of one or many parcels. (See number 7 below for more discussion of nomination

land areas.)

6. Who can answer my questions about preparing a nomination?

If you have questions about the nomination process, please call **the Planning Division, DPZ, at (703) 324-1380**. Tell the Receptionist that you wish to speak to an Area planner about the APR Process. If you wish to meet with an Area Planner, you may set up an appointment.

7. What is the best approach to defining the land area to be the subject of the nomination?

A nomination may include a land area consisting of one parcel or many parcels, depending upon the land area that the nominator wishes to propose for replanning. The nominator should look for a logical planning area, i.e., the land area that logically could be planned for the type of use and intensity or density being proposed. The issue of logical planning areas also applies to nominations that involve consolidating and replanning an existing neighborhood for redevelopment at a higher planned density or different use. A neighborhood consolidation is one example of a single nomination that includes multiple parcels. The planning process does not require that the nominator own or have a contract on the property that is the subject of the nomination. As a result, the nominator should choose a land area that reflects sound land use planning principles and avoids "spot planning." Spot planning results when parcels are selectively presented in a nomination for replanning while other parcels are excluded that could logically be replanned the same way. Spot planning can result in land use inequities among similar properties. Therefore, because spot planning contradicts the principles of good land use planning, it will likely result in a negative staff recommendation on a nomination.

8. What is the deadline for submitting a nomination?

Nominations may be submitted during the open submission period starting April 12th. **The deadline for submissions is May 21, 2004, and nominations must be submitted to the Planning Commission office by 4:30 pm on that date. Nominations submitted by mail must be postmarked by that date in order to be accepted.**

Please see Section IV, "Preparing a Nomination," for details about the submission process. After reading that section, if you have questions about the submission requirements, please call *the staff to the Planning Commission at (703) 324-2865*.

9. How will I know if my nomination meets the submission requirements and is accepted?

After you submit your nomination to the Planning Commission Office, the staff will review your nomination to ensure that it meets the submission requirements for the 2004-2005 APR. Staff reserves the right to correct errors related to street address, tax map number, acreage or current Plan designation. When the nomination is accepted, you will receive a written acknowledgement.

10. How do people directly affected by a nomination find out about it?

The nominator, if he/she is not the property owner, will send a certified letter to the property owner(s) about the nomination.

11. Can I withdraw my nomination from consideration?

Requests for withdrawals of nominations must be submitted to the Planning Commission Office in writing no later than **January 10, 2005**. After this deadline, written requests are still required but the Planning Commission must vote to decide if the withdrawal can be accepted. (See Section IV for the procedure for requesting a withdrawal.)

12. Why do some nominations get deferred by the Planning Commission for future action?

If a nomination or group of nominations involves a large land area and/or is highly complex, DPZ may recommend to the Planning Commission that the nomination(s) be considered for a Special Study. The Planning Commission will decide if the nomination will continue through the APR process or be forwarded to the Board of Supervisors with a recommendation for a Special Study. The Planning Commission may also defer nominations if it determines that additional information or time is needed to fully evaluate the proposal or to help resolve community issues. The Planning Commission Office will notify nominators if their nomination will not go forward through this APR process.

13. Do deferred nominations ever expire?

Yes. If the Planning Commission does not act upon a proposed nomination within one year of the Planning Commission's scheduled public hearing for the nomination, the nomination expires and will receive no further consideration. This policy does not apply to nominations deferred to special studies or authorized as Out-of-Turn Plan Amendments.

14. Will nominations deferred from previous APR cycles be eligible for consideration?

No. All nominations deferred from Area Plans Reviews prior to 2004 will expire as of April 15, 2004, and receive no further consideration unless currently scheduled for public hearing. If a nominator wishes to have a new nomination for the same issue considered in the 2004-2005 APR process, please submit it.

15. How can the public see information about the nominations that are going forward for consideration in the APR process?

Information about each nomination will be available on the DPZ website at www.fairfaxcounty.gov/dpz. In the course of

the APR process, this information will be updated, so the public can track the progress of the nominations. In addition, copies of the nominations will be organized by Supervisor District and made available for use by the APR Task Forces, DPZ staff, the Planning Commission and the Board of Supervisors. Copies of nominations may be viewed at the Reference Desk of County libraries. The nominations also may be viewed at the DPZ Planning Division office (see Section I).

16. Who appoints the APR Task Forces?

Each Supervisor for the districts included in the 2004-2005 APR will appoint (at their discretion) a community task force to review the nominations for his/her respective district. For APR Task Force information, including membership, meeting schedules, locations and agendas, contact the appropriate District Supervisor. (See Section I for phone numbers.) As information becomes available about Task Force schedules, it will be posted on the DPZ Web Site at www.fairfaxcounty.gov/dpz.

17. What is the role of the APR Task Forces?

The APR Task Forces hold public meetings to review the nominations and consider recommendations to be forwarded to the Planning Commission. The nominators and interested members of the public may attend. DPZ planning staff participate in the task force meetings to present their preliminary recommendations. By the end of the task force phase of the process, staff and the task force may be in agreement on all recommendations; however, should staff and the task force disagree on a recommendation, each will send their separate recommendations forward for consideration by the Planning Commission. See Section V for "Task Force Procedures."

The Task Force and DPZ staff may make the following recommendations:

- ♦ Approval of a nomination, as submitted;
- ♦ Denial of a nomination, as submitted; or

- ♦ Approval of an alternative to the original nomination. Any proposed alternative must be to a less intense use than the original submission and must conform to the same or a smaller geographic area.

18. How is the DPZ staff recommendation made available to the public?

DPZ staff conducts a review and analysis of each nomination, presents preliminary findings to the Task Force and finalizes their recommendations in a staff report on each nomination. Staff reports will be available to the public at least two weeks prior to the Planning Commission public hearings for the respective district. Staff reports are also forwarded to the Planning Commission and the Board of Supervisors. Check the APR Web site for information about the availability of the APR Staff Reports.

19. What is the role of the Planning Commission in the APR process?

The Planning Commission, constituted of Board-appointed Fairfax County citizens, has the authority under the Code of Virginia to make recommendations to the Board of Supervisors about amendments to the County's Comprehensive Plan. The Commission consists of one member appointed for each Supervisor District and three at-large members. During the APR process, the Planning Commission schedules hearings to receive public comment about the Plan amendments proposed by the APR nominations. Hearings are usually scheduled by Supervisor District. The Chair of each APR Task Force presents their recommendations, DPZ staff presents their recommendations, and then the public is invited to comment. (See Section V for Planning Commission Public Hearing and Mark-up procedures.)

Anyone wishing to speak at the Planning Commission public hearings may sign up by calling the Planning Commission Office at

(703) 324-2865. You may also sign up to speak on the Planning Commission Web site at www.fairfaxcounty.gov/gov/planning. The hearings schedule is also available on that Web site. The hearings take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16. (See Section I for instructions to go to [Channel 16 Live!](#) on the Internet.)

20. How does the Planning Commission make its recommendations on the nominations?

The Planning Commission holds one or more "**mark-up sessions**" to vote on recommendations for the nominations for each district. Nominations that receive a recommendation for approval go forward to the Board of Supervisors. Nominations that receive a recommendation for denial are no longer considered part of the APR process and are not subject to further review. Mark-up sessions, held in the Board Auditorium of the Government Center, are open to the public and televised on Cable Channel 16, but no public testimony is heard.

21. What is the role of the Board of Supervisors in the APR process?

As the governing body of Fairfax County, the Board of Supervisors makes the final decision about amendments to the Comprehensive Plan. The Board holds public hearings on those nominations recommended for approval by the Planning Commission. The public hearing schedule can be found in the Weekly Agenda (see Section I). **These public hearings are usually combined with mark-up sessions so that decisions are made at the end of each public hearing.** When the Board votes to approve a nomination (or an alternative to the original nomination), that decision constitutes an adopted amendment to the Fairfax County Comprehensive Plan.

To sign up to speak, call the Clerk to the

Board at (703) 324-3151, or register in advance on the Board of Supervisors' Web site found on the County's homepage. See Section V for Board Public Hearing procedures.

22. How are the adopted Amendments published?

After the Board of Supervisors completes its public hearings and mark-up in July 2005, all adopted Amendments will be incorporated into the Comprehensive Plan found on the DPZ Web site at www.fairfaxcounty.gov/dpz. For information about a specific amendment, check the APR section of the DPZ Web site or call the Planner of the Day, Planning Division, DPZ, at (703) 324-1380. ■

IV. PREPARING A NOMINATION

See the Nomination Form attached at the end of this document.

If you want to submit a nomination, you must provide all of the following information in one complete package to the Planning Commission Office between April 12 - May 21, 2004. The Planning Commission Office is open weekdays between 8:00 am and 4:30 pm.

The following instructions correspond to Sections 1 through 6 of the form entitled: *Fairfax County, Virginia, 2004 Area Plans Review, Nomination To Amend The Comprehensive Plan.*

1. NOMINATOR

A nominator can be the owner of the specific property being nominated; or the designated agent/attorney; or any other interested party. The person designated as the "nominator" becomes the point of contact for all questions or mailings related to the nomination.

Name: List the name of the nominator (only

CHECKLIST

- ☐ 1. Completed the official nomination form;
- ☐ 2. 8 1/2 x 11 tax map with nomination area outlined in black ink;
- ☐ 3. Copy of the notification letter sent by certified mail to the property owner(s), if different than the nominator/agent;
- ☐ 4. Postmarked certified mail receipt(s), if different from the nominator/agent (as proof of satisfying notice requirement);
- ☐ 5. Additional page list of all owners of the nominated area, if necessary;
- ☐ 6. Neighborhood petition, only if neighborhood proposes a neighborhood consolidation; and
- ☐ 7. Additional page (not more than two) of justification, as needed.

one person). Any group (such as a civic association) wishing to submit a nomination should designate one person as the nominator and explain that individual's relationship to the group making the nomination (For example: Jonas Weal, Chairman of the XYZ Civic Association)

Daytime Phone and Address: Provide the daytime telephone number and address of the nominator. If available, also provide the nominator's e-mail address.

Signature Line for Nominator: Sign your name here if you are the nominator. If you have asked someone to represent you as your agent for the APR process, that person becomes the nominator and signs here. Your agent will become the point of contact if questions about the nomination arise. If there is one authorized agent but many property owners, make sure that you attach an additional page with the signatures of all property owners who have agreed to the

nomination and to be represented by the agent.

Signature Line for Owner(s): If you own the nominated property, sign on the signature line for owners or attach a separate page containing the signatures of all the owners who are parties to this nomination. The property owners whose signatures do not appear on this nomination must receive a certified letter notifying them of the nomination, as explained below. If you are the nominator and not the owner, do not sign here and mark the line "N/A" for not applicable.

2. OWNER(S)

This section requires you to provide written notice by certified mail to all owners of the nominated property **if** you are the nominator but not the property owner **or** if all owners of the nominated land have not provided their signatures as stipulated in Section 1. (NOTE: If your nomination seeks a neighborhood consolidation, contact DPZ staff to find out about additional requirements.)

Name & Address: List the name and addresses all owner(s) of the nomination property who have not provided their signatures in Section 1. If necessary, attach a separate page listing the name and address of each owner. These are the property owners you must advise in writing of the nomination. The notice letter(s) must be sent by certified mail before you submit your nomination to the Planning Commission Office.

Names and mailing addresses should be taken from the current real estate tax assessment records maintained by the Department of Tax Administration (DTA) on the third floor (Suite 333) of the Government Center building. This information is also available by calling (703) 222-6740 and online at www.fairfaxcounty.gov/dta/re.

Postmarked Certified Mail Receipt Number: List the certified mail receipt number(s) for each letter sent to the owner(s) of the subject property. Attach additional pages as needed.

The nominator must inform the subject property owner(s) of the nomination by certified mail. The letter must contain the following information:

1. Map and description of the nominated property (or properties) location or area.
2. Description of the existing Comprehensive Plan designation.
3. Description of the proposed Comprehensive Plan designation.
4. Phone number and address of the nominator.

A sample letter is provided at the right.

You must send a letter similar to the sample by certified mail to **all** owners of each parcel you have included in your nomination who have not signed the nomination under Section 1 of the Nomination Form. Certified receipt mail forms (US Postal Form 3811) are available at any branch of the United States Postal Service.

The notification letter(s) must be sent by certified mail to the owner(s) before submitting the nomination to the Planning Commission Office. A copy of the letter(s) and proof of mailing in the form of the original postmarked certified receipt(s) must be attached to the nomination.

Failure to comply with all the notification requirement(s) will cause the nomination to be returned. If you have questions about this part of the APR process, contact the Planning Commission Office at (703) 324-2865.

Sample Notification Letter

April 1, 2004
By Certified Mail

John and Mary Property Owner
Street Address
City, State, and Zip Code

Dear Mr. and Mrs. Property Owner:

You are listed in the records of Fairfax County, Virginia as the owner(s) of the property described below. The purpose of this letter is to notify you that I will soon be nominating your property, under the North County Area Plan Review of the Comprehensive Plan Review Process, to the Fairfax County Planning Commission for a possible amendment of its land use designation.

Property Address: _____
Tax Map Number: _____
Supervisor District: _____

The current Comprehensive Plan designation for your property is: _____

I am proposing that the Plan be amended to:

Any comments or questions you have about this specific nomination should be directed to me at: (Address & Phone Number). If you have questions about the Plan Review Process itself, contact the Planning Commission Office at 12000 Government Center Parkway, Suite 330, Fairfax, VA 22035.

Sincerely,
John Nominator

3. SITE CHARACTERISTICS

This section asks for information about the subject property or area of the nomination.

Supervisor District(s): List the Supervisor District of the nominated property. The four districts included in the North County APR are: Dranesville, Hunter Mill, Providence and Sully. The remaining districts of Braddock, Lee, Mason, Mount Vernon and Springfield will be included in the 2005 South County APR. You can look up a par-

cel on the Department of Tax Administration (DTA) real estate Web site and find the Supervisor District for the parcel. Maps of the Supervisor Districts are available at the Maps and Publications Desk, on the first floor (lower level) of the Government Center Building, on the Fairfax County Web site, or at Fairfax County library reference desks.

Street Address: Provide the street address for every parcel of land you are nominating for a Plan amendment. The Dept. of Tax Administration (DTA) Web site provides a variety of information about every parcel in the County, including street address, acreage, tax map number, ownership, and more. Go to www.fairfaxcounty.gov/dta and click on the link to the real estate assessment site for parcel information.

Tax map numbers for parcels: Provide the complete tax map reference number for each parcel of land included in your nomination. This number acts as the unique identifier for each parcel in the County. You can find this number on the DTA Web site or on the property identification maps available for purchase at the Maps and Publications Sales Desk at the County Government Center (See Section I for the address and phone number). There are three components to the tax map numbering system: section sheet number; block or subdivision number; and parcel number. An example of a complete tax map number is 45-2 ((3)) 4A. In this example, 45-2 is the section sheet number, ((3)) represents the subdivision number and 4A is the parcel number.

Total number of parcels: Count the actual number of parcels being nominated. Parcel numbers may not be continuous so do not assume that a tract of land containing parcel 7 and parcel 12 automatically

contains six parcels.

Total acreage/square feet of nomination: Compute the total size of the nomination area. Information on the size (acreage/square feet) of individual parcels may be obtained from the DTA Web site.

Nominations for Neighborhood Consolidation and Redevelopment: On the nomination form, check the appropriate box indicating whether the nomination proposes a neighborhood consolidation for replanning an existing neighborhood for redevelopment at a higher density or for a different use. If your proposal involves consolidation of an existing neighborhood for redevelopment, you must attach to your nomination a petition of support bearing the signatures of owners of at least 75% of the land area nominated. Prior to submitting the nomination, it is recommended that nominators proposing neighborhood consolidations contact Planning Division/DPZ staff at (703) 324-1380.

4. CURRENT/PROPOSED PLAN DESIGNATIONS

Current Comprehensive Plan Text: This section requires you to identify the current Comprehensive Plan designation for the land included in your nomination. The Comprehensive Plan is available on the DPZ Web site at www.fairfaxcounty.gov/dpz. If you do not have access to the Internet or if you wish to confirm that you have the correct Plan citation, call the Planner of the Day in the Planning Division/DPZ at (703) 324-1380.

Current Plan Map Designation: Look at the current Comprehensive Plan map to determine which category applies to the nominated property. (Example: Residential uses at 8-12 du/ac) If more than one category applies to the subject

property, indicate the specific parcel numbers next to the appropriate Plan category.

Proposed Comprehensive Plan Designation:

If you are proposing residential use, be sure to include the density range in the form of dwelling units per acre (du/ac) as listed in the chart below:

Residential Land Use Category Density Ranges:

.1 - .2 du/ac	1 - 2 du/ac	4 - 5 du/ac	12 - 16 du/ac
.2 - .5 du/ac	2 - 3 du/ac	5 - 8 du/ac	16 - 20 du/ac
.5 - 1 du/ac	3 - 4 du/ac	8 - 12 du/ac	20+ du/ac*

Note: *If you are proposing residential density above 20 du/ac, you must specify a range such as 20-30 du/ac or 30-40 du/ac.

Non-residential Land Use Categories:

Office	Alternative Uses
Industrial	Public Facility, Government or Institutional
Mixed Use	Private Recreation/Private Open Space
Retail & Other	

If you are proposing one of the non-residential uses, you must include a proposed maximum intensity in terms of floor area ratio (FAR). If you are proposing Mixed Use or Alternative Use, the percentage and intensity/density of the different types of uses in the mix must be specified. Example: Mixed Use at 1.0 FAR with 40 % office use, 30 % retail use and 30 % multi-family residential use (provide the approximate number of dwelling units proposed).

5. MAP OF SUBJECT PROPERTY

Make a copy of that portion of the section sheet from the Zoning Map that shows the subject property and attach the map to the nomination form. Individual zoning map pages are available for 25 cents per page from the Maps and Publications Desk, located on the first floor (lower level) of the Government Center.

The map must not be larger than 8 1/2 x 11 inches and the subject property must be outlined in black ink. Be sure to cross-check the

map with Section 3 of the nomination form to ensure that all parcels have been outlined. **Maps in color will not be accepted** so do not use highlighters, colored pens, or colored computer-generated maps. The colors will not be reproduced when the nominations are photo-copied.

6. JUSTIFICATION FOR NOMINATION

This section requires the nominator/agent to indicate why the nomination meets the adopted policy guidelines for inclusion in the Area Plans Review process. Check the appropriate box and provide a brief explanation of how the nomination satisfies that guideline. Be specific in setting forth your rationale; do not simply repeat the stated guideline. You may attach up to a total of two additional pages per nomination.

7. SUBMISSION OF NOMINATION

The nomination submission period is April 12 - May 21, 2004. Make sure that your nomination is postmarked no later than Friday, May 21, 2004, or hand-delivered to the Planning Commission Office by 4:30 p.m. on that same date. Early submission of nominations is encouraged to allow time for staff to determine whether the nomination is complete and has satisfied the procedural guidelines.

Deliver or mail nominations to: Fairfax County Planning Commission Office, Government Center Building, Suite 330, 12000 Government Center Parkway, Fairfax, Virginia 22035.

8. INSTRUCTIONS FOR WITHDRAWING A NOMINATION

Requests to withdraw a nomination must be submitted in writing (by the nominator/agent

only) to the Planning Commission Office no later than the close of business on January 10, 2005. You must also advise the same parties you noticed in Section 2 of the withdrawal and again the letter must be by certified mail.. The following three items must be submitted to the Planning Commission Office by January 10, 2005:

1. Withdrawal letter addressed to the Planning Commission
2. Copy of the notification letter to the property owner(s)
3. Original certified mail receipt(s)

All withdrawal requests submitted on or prior to January 10, 2005 will be honored. After January 10, 2005, withdrawals can only be accepted by formal vote of the Planning Commission. ■

V. PROCEDURES

Task Force Meeting Procedures

APR Task Forces are formed and members appointed at the discretion of each District Supervisor. Task Forces establish their own procedures for reviewing and making recommendations on APR nominations. For information on procedures adopted by a Task Force, call the appropriate District Supervisor's office. Refer to Section I, *Public Information Sources*, for the telephone numbers of the offices of the District Supervisors.

Copies of APR nominations will be provided to Task Forces and to the Supervisor's office for each Supervisory District included in the North County APR between mid August and mid September 2004. Task Forces will meet over a three month period between mid September and mid December, 2004. The number of Task Force meetings will depend on the number of

nominations submitted for a particular district as well as the meeting schedule established by each Task Force.

An APR Task Force may invite nominators to present and discuss their nominations at a Task Force Meeting. Staff and the Task Forces may also request additional information, such as a conceptual development plan or layout, to better understand the proposal and how it relates to the surrounding area. This will likely be the case for any nomination that directly impacts established residential communities. DPZ planning staff participate in the task force meetings to present their preliminary recommendations; to answer specific questions about a particular nomination or general planning questions; and to listen to presentations by nominators and discussions by Task Force members.

Recommendations of each APR Task Force are forwarded to DPZ staff and the Planning Commission two weeks prior to the Commission's public hearings. The Task Force may recommend approval or denial of a nomination as submitted, or approval of an alternative to the submitted nomination. If the Task Force recommends an alternative, it must be to a less intense use than the original submission and must conform to, or be smaller than, the original geographic area. Task Force recommendations may be different from those developed by the staff and both are forwarded to the Planning Commission.

Information for Speakers at Meetings of the Planning Commission & Board of Supervisors

The North County APR public hearings schedule will be posted on the DPZ Web site and the Planning Commission Web site. The hearings take place in the Board Auditorium of the Government Center. The public is welcome to

attend or watch the live broadcast on Cable Channel 16.

Citizens are encouraged to provide written and/or verbal input at the APR public hearings. Statements sent by mail to the respective bodies should be sent no later than three days prior to the scheduled public hearing. Anyone submitting a written statement at the public hearing should provide 13 copies to the Clerk. The Board Auditorium is equipped with a variety of audio-visual equipment. Slides, maps, graphs, blueprints, photographs, and videos can be presented simultaneously to the hearing body and the audience.

Planning Commission Public Hearings: If you want to speak at a Planning Commission APR public hearing you can sign up by calling the Planning Commission Office at (703) 324-2865. You may also sign up to speak on the Planning Commission Web site at www.fairfaxcounty.gov/planning.

Board of Supervisors Public Hearings: To sign up to speak at an APR public hearing before the Board of Supervisors, call the Clerk to the Board at (703) 324-3151. You can also see the Board of Supervisors' site on the County's homepage for information on registering in advance, to speak at a public hearing (www.fairfaxcounty.gov).

Planning Commission Public Hearing Procedures

In accordance with Article 7 of the Planning Commission Bylaws & Procedures, procedures for Planning Commission APR public hearings are as follows:

1. The Chairman calls for the public hearing on a specific nomination.
2. The Chairman calls for the staff presenta-

tion. The staff planner describes the property, comments on the application and states the staff recommendation. The Chair may then ask for the Task Force recommendation.

3. After reviewing the public hearing procedures, the Chairman calls for citizen testimony. Persons are recognized in the order in which their names appear on the Speakers List. After all names have been called, anyone not on the Speakers List will have an opportunity (with a three minute time limit) to address the Commission.
4. Timed presentations by speakers.
 - (3 Minutes) Individuals on the *Speakers List*
 - (5 Minutes) Nominators, Civic Associations and Countywide Associations on the *Speakers List*
 - (2 Minutes) Anyone not on the *Speakers List*
5. Questions and comments by Commissioners.
6. The Chairman closes the public hearing. Commission action on APR items will not be taken until the scheduled mark-up sessions.

NOTE: Providing written copies of public hearing testimony is welcome and encouraged. Bring 13 copies to the public hearing or mail them to the Planning Commission office prior to the public hearing in lieu of testifying at the public hearing (see Section I for mailing address).

Planning Commission Mark-up Procedures

1. The Planning Commission usually takes action on individual APR nominations at

separate mark up sessions. Held in the Board Auditorium beginning at 7:30 p.m., mark-up sessions are open to the public; however, public testimony is not permitted. One or more mark-up sessions will be held, depending on the number of nominations submitted during the North County Area Plans Review.

For information on Planning Commission mark-up dates call the Commission Office at (703) 324-2865 or visit the Web sites listed in Section I.

2. Only nominations that receive a favorable recommendation by the Planning Commission, including nominations for which the Planning Commission has recommended an alternative or modified use, will be advertised and forwarded to the Board of Supervisors for public hearing. In such instances, only the alternative or modification, and not the original submission, will be eligible for consideration. **APR nominations which do not receive a favorable recommendation by the Planning Commission are denied and will not be subject to**

public hearing by the Board of Supervisors.

Public Hearing and Decision by the Board of Supervisors

Only nominations recommended for approval by the Planning Commission will be forwarded to the Board of Supervisors for public hearing. These include:

- ♦ Approval of original nominations, as submitted
- ♦ Approval of original nominations, as modified; and
- ♦ Approval of alternatives to the original nominations.

The Board of Supervisors will set public hearing dates based on the number of items forwarded by the Planning Commission. To sign up to speak, call the Clerk to the Board at (703) 324-3151. Based on the final actions taken by the Board of Supervisors, the text and/or maps of the County's Comprehensive Plan will be modified to reflect all approved amendments. ■

**FAIRFAX COUNTY, VIRGINIA
2004 NORTH COUNTY AREA PLANS REVIEW
NOMINATION TO AMEND
THE COMPREHENSIVE PLAN**

THIS BOX FOR STAFF USE ONLY

*TYPE OR PRINT RESPONSES IN BLACK INK
Incomplete forms will not be accepted for review
and will be returned to the nominator. Staff
reserves the right to correct errors in street
address, tax map number, acreage or current Plan
designation. Be sure to attach required map and
original certified mail receipts as proof of property
owner notification.*

Date Received: _____
Date Accepted: _____
Planning District: _____
Special Area: _____

1. NOMINATOR/AGENT INFORMATION

Name: _____ Daytime Phone: _____

Address: _____

Nominator E-mail Address: _____

Signature of Nominator: _____

Signature of Owner(s) if applicable: _____

2. OWNER INFORMATION - *All subject property owners must be sent written notice of the nomination by certified mail unless their signature appears in part 1 (above). If you are required to notify more than one property owner, you may attach additional pages listing the name, mailing address, and property tax map number for each owner. **Any nomination submitted without the postmarked certified mail receipt(s) and a copy of the notification letter will not be accepted.***

Name of Subject Property Owner: _____

Address of Property Owner: _____

Postmarked Certified Mail Receipt Number(s): _____

Section 3. SITE CHARACTERISTICS OF NOMINATED PROPERTY

Check appropriate Supervisor District(s): ☐ Dranesville District ☐ Hunter Mill District
 ☐ Providence District ☐ Sully District

Complete tax map identification number for each nominated parcel (List may be attached): _____

Total number of parcels: _____

Street address of each nominated parcel (List may be attached): _____

Continued on following page

Size of each nominated parcel in acres or square feet (List may be attached): _____

Total aggregate size of all nominated parcels in acres or square feet: _____

Is the nomination a Neighborhood Consolidation Proposal: ☐ Yes ☐ No

(NOTE: If you answered yes and your nomination proposes neighborhood consolidation for replanning to a higher density or different use, refer to the Citizen's Guide for additional submission requirements.)

4. CURRENT AND PROPOSED COMPREHENSIVE PLAN DESIGNATION

See Section IV, #4, of the Citizen's Guide for instructions.

Current Comprehensive Plan text for nominated property: _____

Current Plan Map Designation: _____

Proposed Comprehensive Plan Designation: _____

5. MAP OF SUBJECT PROPERTY

Attach a map clearly outlining in black ink the property of the proposed Plan amendment. The map must be no larger than 8½ x 11 inches. Maps in color will not be accepted.

6. JUSTIFICATION

Each nomination must conform with the Policy Plan and must meet at least one of the following Guidelines. Check the appropriate box and justify your nomination. Attach not more than two additional pages of justification.

- ☐ The proposal would better achieve the Plan objectives than what is currently in the adopted Plan.
- ☐ There are oversights or land use related inequities in the adopted Plan that affect the area of concern.

Explanation (required): _____

All completed nomination forms must be submitted between April 12 - May 21, 2004 to:



**Fairfax County Planning Commission Office
Government Center Building, Suite 330
12000 Government Center Parkway
Fairfax, Virginia 22035-5505**